

MINUTES

Capital West Accessibility Advisory Committee Meeting 2:00 p.m. - Wednesday, February 25, 2026 Council Chambers, District of Metchosin

The Capital West Accessibility Advisory Committee was held on Wednesday, February 25, 2026, in the District of Metchosin Council Chambers, with the following members present:

PRESENT:

District of Sooke	Susan Dyble (Chair), Citizen Representative
Township of Esquimalt	Madison Sutcliffe, Citizen Representative (Teams)
Town of View Royal	Patsy Hamilton, Citizen Representative (Teams)
City of Colwood	Heather Power, Deputy Corporate Officer
District of Highlands	Amanda Irving, Corporate Officer
City of Langford	Marie Watmough, Director of Legislative and Protective Services
District of Metchosin	Tina Hansen, Deputy Corporate Officer

REGRETS:

City of Langford	Belinda Jickling, Citizen Representative
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ATTENDING:

City of Langford	Melisa Miles, Deputy Corporate Officer
Town of View Royal	Elena Bolster, Corporate Officer
District of Sooke	Nancy Owen, Deputy Corporate Officer
Township of Esquimalt	Deb Hopkins, Corporate officer and Jeff Byron, Manager of Recreation Services (Teams)
District of Metchosin	Thomasina Barnes, Recording Secretary

1. CALL TO ORDER

Tina Hansen, Deputy Corporate Officer, District of Metchosin, called the February 25, 2026, Capital West Accessibility Advisory Committee Meeting to order at 2:00 p.m.

2. INTRODUCTION OF LATE ITEMS

- No new agenda items were brought forward.
- Two new Committee members were introduced:
 - Susan Dyble, citizen representative for the District of Sooke;
 - Madison Sutcliffe, citizen representative for the Township of Esquimalt.

The Chair provided territorial acknowledgment.

3. APPROVAL OF AGENDA

3.1. February 25, 2026, Capital West Accessibility Advisory Committee Agenda

Moved and Seconded by: Heather Powers, City of Colwood and, Amanda Irving, District of Highlands

THAT the February 25, 2026, Capital West Accessibility Advisory Committee Meeting agenda be adopted as presented.

Carried

4. ADOPTION OF MINUTES

4.1. November 26, 2025, Capital West Accessibility Advisory Committee Meeting

Moved and Seconded by: Heather Powers, City of Colwood and, Amanda Irving, District of Highlands

THAT the November 26, 2025, Capital West Accessibility Advisory Committee Meeting minutes be adopted as presented.

Carried

5. PUBLIC PARTICIPATION

- No members of the public wished to address the Committee.

6. BUSINESS ITEMS

6.1. Annual Chair/Vice Chair Appointment

- Amanda Irving, Corporate Officer, District of Highlands nominated Susan Dyble as Committee Chair.
- A Vice-Chair position was not appointed.

Moved and Seconded by: Amanda Irving, District of Highlands and, Heather Powers, City of Colwood

THAT Susan Dyble be appointed as the Capital West Accessibility Advisory Committee Chair for 2026.

Carried

***At this point Susan Dyble assumed the Chair for the February 25, 2026, Capital West Accessibility Advisory Committee Meeting ***

6.2. Esquimalt Recreation Strategic Plan (Agenda Item No. 6.3)

Jeff Byron, Manager of Recreation Services, Township of Esquimalt, introduced consultant Sarah Nickerson, Cornerstone Planning Group. Sarah Nickerson summarised the written report including information on:

- Background of Cornerstone Planning Group;
- Goals of the Esquimalt Recreation Strategic Plan;
- Approach and Timeline for a final report;
- Proposed engagement opportunities; and
- Questions for Committee feedback on accessibility barriers and priorities.

Committee discussion:

- Clarification was sought on community engagement opportunities, in person and virtually, and dates of these opportunities for residents and non-residents;
- Open House will take place on April 9th to coincide with the Esquimalt 5K and Kids Fun Run 2026;
- Clarification was sought on budget for accessibility changes;
- Committee members discussed a need for accessibility support for invisible and visible disabilities at all municipal events;
- Clarification was sought regarding non-resident feedback opportunities;
- Committee members identified youth lesson capacity and registration deadlines as accessibility barriers; and
- Committee members identified locker room space and capacity as safety hazards for accessibility.

6.3. Membership Update (Agenda Item 6.2)

- Tina Hansen, Deputy Corporate Officer, District of Metchosin, summarised the written report to acknowledge the resignation and services of Metchosin representative Janie Finnerty and next steps for appointment of a new member.

6.4. City of Langford Accessibility, Feedback Received

Marie Watmough, Director of Legislative and Protective Services, City of Langford, summarised the feedback received and next steps taken by staff to address concerns regarding:

- Accessible parking at the bus exchange;
- Accessible street parking enforcement; and
- Visibility of sidewalk protuberances.

Deb Hopkins, Director of Corporate Services, Township of Esquimalt, asked that the committee return to Item 6.2, Esquimalt Recreation Strategic Plan, to offer further feedback. Consultants will gather further feedback from the Committee by way of written correspondence to be forwarded to Esquimalt staff.

6.5 Accessibility Upgrades at the District of Highlands Office – Request for Feedback

Amanda Irving, Corporate Officer, District of Highlands, summarised the written report including information on the recently completed accessibility upgrades to the District of Highlands municipal office entry and driveway/parking areas.

Committee Discussion:

- Committee members sought clarification on completed bathroom accessibility upgrades.

7. UNFINISHED BUSINESS

7.1. Updated Terms of Reference

The updated Terms of Reference has been endorsed by all participating municipal Councils, amended, distributed and received.

8. ROUNDTABLE DISCUSSION

8.1. Patsy Hamilton, View Royal representative reported on:

- Sidewalk and cycle lane infrastructure and safety for persons with disabilities and the public as a whole with recommendations for:
 - Municipal action and priority for sidewalk infrastructure safety improvements; and
 - Signage for safety improvements for accessible parking stalls along bike-lanes and urban sidewalks.
- Advocacy for National Accessibility Week May 31 - June 6, 2026, by the Committee.
 - Committee members discussed ideas including:
 - Posting information on websites;
 - Committee hosted event or awareness campaign;
 - Use of social and traditional media as tool for connection and advocacy; and
 - Partnerships with other organization hosted events.

Marie Watmough, Director of Legislative and Protective Services, City of Langford, reported on:

- Request for Committee feedback on accessibility barriers to municipal elections.

Susan Dyble, District of Sooke representative reported on:

- Request for Current District of Sooke Accessibility Plan; and
- Request for update on staff training for accessibility tools within the District of Sooke's municipal hall.

9. ADJOURNMENT

All recommendations as presented are for discussion purposes only and should not be considered as the opinion or direction of council.

Moved and Seconded by Amanda Irving, District of Highlands, and Tina Hansen, District of Metchosin

THAT the February 25, 2026, Capital West Accessibility Advisory Committee Meeting be adjourned at 3:18 p.m.

Carried

Certified Correct
